

This package contains my summary
of OS Services performed for other
agencies. I used Jerry's notes
but I made some essential changes.

25X1C

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F. MANPOWER: Office of Security processing is handled by a GS-12 assisted by a GS-05 clerical.

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G. AGENCY EMPLOYEE TO CONSULT: [REDACTED]
Deputy Director of Security (Policy and Management), x5861.

- I. DIRECTORATE Administration
- II. COMPONENT Office of Security
- III. SUMMARY DESCRIPTION

The Office of Security reviews the security background of non-USIB agency representatives who have been proposed for access to sensitive compartmented information and indoctrinates those representatives who have met the prescribed security standards.

A. DESCRIPTION OF ACTIVITY: An Office of Security professional conducts a review of the security background and security processing of non-USIB agency representatives who have been proposed for access to sensitive compartmented information. As an adjunct, an Office of Security professional will indoctrinate those non-USIB agency representatives who have been approved and have the "need" for access to sensitive compartmented information.

B. LOCATION: Washington, D. C., and environs.

C. ORGANIZATIONS INVOLVED: Non-USIB agencies.

D. BASIS FOR ACTIVITY: Top Secret Document [REDACTED] (regulations). DDCI April 1962 memorandum directing the Director of Security of this Agency to establish a Special Clearance Security Control Center.

E. FINANCIAL COSTS: Salary and travel expenses incidental to job performance.

F. MANPOWER: Central Intelligence Agency, Headquarters, processing is handled, on an as required basis, by a GS-14, a GS-13, and a GS-12. Field reviews as required are handled in the field by professional security officers assigned to liaison with the pertinent agency.

G. AGENCY EMPLOYEE TO CONSULT: [REDACTED] Deputy Director of Security (Policy and Management), x5861.

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- I. DIRECTORATE Administration
- II. COMPONENT Office of Security
- III. SUMMARY DESCRIPTION

The Office of Security will act as a purchasing agent for another U. S. Government agency if it results in an advantage to the U. S. Government.

A. DESCRIPTION OF ACTIVITY: An Office of Security component will make an accommodation purchase of equipment for other USIB agencies when the purchase results in a recognizable advantage to the U. S. Government. The advantage can be a financial one from a cost effectiveness standpoint or it can also mean providing security office industrial contacts to agencies with no prior involvement in a particular field.

B. LOCATION: Washington, D. C., and environs.

C. ORGANIZATIONS INVOLVED: USIB Agencies:

- Central Intelligence Agency
- Department of State
- Defense Intelligence Agency
- National Security Agency
- Department of Treasury
- Atomic Energy Commission
- Federal Bureau of Investigation

As well as the Service components:

- U. S. Army
- U. S. Navy
- U. S. Air Force

who have representatives sit with the Board as Service Intelligence Observers.

D. BASIS FOR ACTIVITY: Economy Act; 31 US Code No. 686.

E. FINANCIAL COSTS: Cost to the Agency is nominal and consists only of the administrative costs associated with the transfer of funds.

F. MANPOWER: No manpower commitment necessary beyond the administrative tasks associated with the transfer of funds.

25X1A G. AGENCY EMPLOYEE TO CONSULT: [REDACTED] 25X1A
[REDACTED] Deputy Director of Security (Policy and Management), x5861.

- I. DIRECTORATE Administration
- II. COMPONENT Office of Security
- III. SUMMARY DESCRIPTION

The Office of Security provides the services of two professional security officers to the Defense Intelligence School to present a lecture and demonstration [REDACTED] tration and physical threats.

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A. DESCRIPTION OF ACTIVITY: Two Office of Security professionals respond to a request from the Central Intelligence Agency Liaison Officer and Faculty Advisor at the Department of Defense, Defense Intelligence School, to present a three-hour lecture and [REDACTED]

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[REDACTED] presented to military personnel preparing for attache and liaison assignments overseas and is conducted at the school's request in January, June and October.

B. LOCATION: Headquarters Building, CIA
Langley, Virginia

C. ORGANIZATIONS INVOLVED: Department of Defense, Defense Intelligence School.

D. BASIS FOR ACTIVITY: The request of the Defense Intelligence School, DOD, made through the CIA Liaison Officer and Faculty Advisor at the school.

E. FINANCIAL COSTS: Salaries of the GS-14 and GS-13 presenting the lecture and demonstration.

F. MANPOWER: The GS-14 and GS-13 security officers presenting the lecture and demonstration.

G. AGENCY EMPLOYEE TO CONSULT: [REDACTED]
[REDACTED] Deputy Director of Security (Policy and Management), x5861.

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- I. DIRECTORATE Administration
- II. COMPONENT Office of Security
- III. SUMMARY DESCRIPTION

The Office of Security provides the services of a professional security officer to the Armed Forces Courier Service School to present a one-hour briefing on "The Soviet Courier System."

A. DESCRIPTION OF ACTIVITY: An Office of Security professional presents a one-hour lecture on "The Soviet Courier System" to all military personnel attending the Armed Forces Courier School which is a prerequisite prior to their assignment as couriers. The lecture is given on an average of once a month between April and December of each year.

B. LOCATION: Forrestal Building, Washington, D. C.

C. ORGANIZATIONS INVOLVED: Department of Defense

D. BASIS FOR ACTIVITY: In 1967 the Office of Security agreed to a request from the Director, Armed Forces Courier School for a one-hour presentation on "The Soviet Courier System" to be presented at a training program for Armed Forces Couriers. As the program became formalized, CIA's presentation as a continuing part of the course has been presumed by ARFCOS.

E. FINANCIAL COSTS: Salary and travel costs incidental to job performance.

F. MANPOWER: One GS-14 and one GS-13 equally divide the lectures.

G. AGENCY EMPLOYEE TO CONSULT: [REDACTED]
[REDACTED] Deputy Director of Security (Policy and Management), x5861.

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- I. DIRECTORATE Administration
II. COMPONENT Office of Security
III. SUMMARY DESCRIPTION

On an ad hoc basis, the Office of Security provides Denied Area Reality Briefings to personnel of non-USIB agencies proceeding on official travel to the Soviet Bloc or the Peoples Republic of China.

A. DESCRIPTION OF ACTIVITY: An Office of Security professional responds to ad hoc requests from non-USIB agencies to provide Denied Area Reality Briefings to personnel proceeding on official travel to the Soviet Bloc or the Peoples Republic of China. In most instances the traveler has access to sensitive compartmented information and/or is a senior officer in his agency.

B. LOCATION: Washington, D. C., and environs.

C. ORGANIZATIONS INVOLVED: Non-USIB Agencies.

D. BASIS FOR ACTIVITY: The basis is essentially a historical evolution resulting from the services performed by the Office of Security for non-USIB agency personnel requiring access to sensitive compartmented information. As a further reference, the [REDACTED] Control System manual, VI, F, page 10, specifically sets out requirements for an appropriate defensive measure briefing for an indoctrinated individual traveling to Sino-Soviet satellite areas. 25X1A

E. FINANCIAL COSTS: Salary and travel expenses incidental to job performance.

F. MANPOWER: The security officer (GS-15, GS-14, GS-12) assigned to conduct the briefing.

G. AGENCY EMPLOYEE TO CONSULT: [REDACTED] 25X1A
25X1A [REDACTED] Deputy Director of Security (Policy and Management), x5861.

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- I. DIRECTORATE Administration
II. COMPONENT Office of Security
III. SUMMARY DESCRIPTION

25X1A The Office of Security provides the services of a security officer to provide briefings to other USIB agencies on [REDACTED] equipment.

25X1A A. DESCRIPTION OF ACTIVITY: At the request of other USIB agencies, an Office of Security professional will provide briefings on the [REDACTED] and [REDACTED] techniques and equipment. As a specific example of this service, Office of Security professionals regularly brief at the National Cryptologic School, National Security Agency, three times a year. 25X1A

B. LOCATION: Washington, D. C., and environs.

C. ORGANIZATIONS INVOLVED: USIB Agencies:

Central Intelligence Agency
Department of State
Defense Intelligence Agency
National Security Agency
Department of Treasury
Atomic Energy Commission
Federal Bureau of Investigation

As well as the Service components:

U. S. Army
U. S. Navy
U. S. Air Force

who have representatives sit with the Board as Service Intelligence Observers.

D. BASIS FOR ACTIVITY: Historically, USIB agencies not having a particular security expertise available will request the Office of Security, Central Intelligence Agency, to brief their personnel on the subject.

E. FINANCIAL COSTS: Salary and travel expenses incidental to job performance with approximately six man-weeks of time per year devoted to this activity.

F. MANPOWER: A professional security officer, usually a GS-12, conducts the briefings.

25X1A G. AGENCY EMPLOYEE TO CONDUCT: [REDACTED] 25X1A
[REDACTED] Deputy Director of Security (Policy and Management), x5861.

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- I. DIRECTORATE Administration
- II. COMPONENT Office of Security
- III. SUMMARY DESCRIPTION

The Office of Security provides the services of a security officer to conduct surveys of proposed facilities for storing sensitive compartmented information received from this Agency at non-USIB departments and agencies.

A. DESCRIPTION OF ACTIVITY: An Office of Security professional, on an as required basis, conducts physical and counteraudio surveys of facilities at non-USIB departments and agencies, including White House offices, that will be used to house sensitive compartmented information received from this Agency.

B. LOCATION: Principally Washington, D. C., and environs.

C. ORGANIZATIONS INVOLVED: Non-USIB agencies.

D. BASIS FOR ACTIVITY: DDCI April 1962 memorandum directing the Director of Security of this Agency to establish a Special Clearance Security Control Center.

E. FINANCIAL COST: Salary and travel expenses incidental to job performance.

F. MANPOWER: The security officer or officers (GS-12/13) assigned to conduct the survey.

G. AGENCY EMPLOYEE TO CONSULT: [REDACTED]
[REDACTED] Deputy Director of Security (Policy and Management), x5861.

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E. FINANCIAL COSTS: Salaries of the training officers.

F. MANPOWER: Approximately two man-weeks per year by security officers at the GS-12 level.

25X1A G. AGENCY EMPLOYEE TO CONSULT: [REDACTED] 25X1A
[REDACTED] Deputy Director of Security (Policy and Management), x5861.

- I. DIRECTORATE Administration
- II. COMPONENT Office of Security
- III. SUMMARY DESCRIPTION

On an ad hoc basis the Office of Security provides the services of a staff security officer to conduct physical and procedural security surveys of other U. S. Government organizations.

A. DESCRIPTION OF ACTIVITY: An Office of Security professional, on an as required basis and at the request of other components of this Agency, conducts security surveys of safekeeping facilities of other U. S. Government agencies to insure that the organization concerned has the requisite facilities for the storage of Agency classified material.

B. LOCATION: Washington, D. C., and environs.

C. ORGANIZATIONS INVOLVED:

National Security Agency
National Science Foundation
Naval Ordnance Station

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[REDACTED]
Military Assistant to the Vice President
President's Foreign Intelligence Advisory Board
National Federal Credit Union Administration
National Archives
Export-Import Bank of the United States
DIA Security Staff
Department of State Security Staff
House Judiciary Committee, Impeachment Inquiry
White House Office of Telecommunications, IRAC
Department of Commerce
USAID/State Department
Federal Energy Agency
Cost of Living Council

Interagency Training Center
Department of Interior
Congress and Subcommittees (during appearances by DCI and other senior Agency officials)
FAA Office of Investigations and Security
Internal Revenue Service
Federal Bureau of Investigation

25X1A D. BASIS FOR ACTIVITY: In accordance with [REDACTED].

E. FINANCIAL COSTS: Salary incidental to job performance. Survey usually requires a period of three to five days.

F. MANPOWER: A professional security officer, usually a GS-13, is assigned to conduct each survey.

25X1A G. AGENCY EMPLOYEE TO CONSULT: [REDACTED] 25X1A
[REDACTED] Deputy Director of Security (Policy and Management), x5861.

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E. FINANCIAL COSTS: Salaries (including benefits) of the officers assigned to the school is approximated to be \$87,490 annually.

F. MANPOWER: The professional security officers assigned to the school are usually a GS-15, GS-13, and GS-12.

25X1A G. AGENCY EMPLOYEE TO CONSULT: [REDACTED]
[REDACTED] Deputy Director of Security (Policy and Management), x5861.

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ppb-212-3

ROUTING AND RECORD SHEET

SUBJECT: (Optional)				
Assistance to Another Federal Agency				
FROM:		EXTENSION		NO.
25X1A [redacted] Policy and Plans Group		5311		DATE 20 January 1975
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. C/PPG	21 JAN 75		DB	Attached is a consolidated data base. Suggest that it be reviewed by the Deputy Directors for its accuracy and completeness.
2. DD/P&M		13 FEB 1975	S&S	
3. C/PPG	13 Feb 75		DB	
4. [redacted]				1-2: I am sending copies of the attached in your name to the other two DD's as a final check of the accuracy and completeness of the attached 7/11-13 data base. This copy I intend to circulate in P&M. 2-3. This looks to me. 5- Did we not send separate copies to other P&M elements? Pls advise Don. Jhr
			25X1A	
7.				
8.				
9.				
10.				
11. SRD has reviewed				
12.				
13.				
14.				
15.				

UNCLASSIFIED	CONFIDENTIAL	SECRET
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OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	DD/PTOS		
2			
3			
4			
5			
6			

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

Remarks:

Attached is the total 7/11-13
data base consolidated by PPG.
Before we submit it to the Inspector
General, would you make a final
review to ensure its accuracy
and completeness?

FOLD HERE TO RETURN TO SENDER

FROM NAME, ADDRESS AND PHONE NO.	DATE
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25X1A	DD/PEM	1/21/75
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022-4

UNCLASSIFIED CONFIDENTIAL SECRET

OFFICIAL ROUTING SLIP

30 JAN 1975

TO	NAME AND ADDRESS	DATE	INITIALS
1	C/PhySD	27 JAN 1975	<i>[Signature]</i>
2	<i>DP/PTOS</i>		
3	<i>C/PLANS & Policy GP.</i>		
4			
5			
6			

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

Remarks:

Please review the attached for accuracy and completeness and respond to me by 31 January 1975.

1-2. I have made modifications (red ink) in two places i.e. PP 1 & 2. I also discussed our capital with support with *[redacted]* He informed me that this is work supportive of senior agency officials, ergo not within the purview of 5/13.

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

25X1A

DD/PTOS

1/24/75